



National Science Foundation

Senior Executive Service Vacancy

ANNOUNCEMENT NUMBER: EP 00-12 LTD

OPEN: 05/02/2000

CLOSE: 10/15/00

THIS ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE

POSITION VACANT: Head, Special Projects Section, Division of Earth Sciences

LOCATION: Arlington, VA

SALARY RANGE: ES-1 to ES-3 (\$115,811 - \$126,825)

AREA OF CONSIDERATION: All Qualified Applicants

Announcement is for a two-to-three year limited term appointment. Position is also announced on a career basis in EP 00-12A C and on an Intergovernmental Personnel Act assignment basis in EP 00-12A IPA.

STATEMENT OF DUTIES: Responsible to the Director, Division of Earth Sciences, for the overall planning, management and commitment of budgeted funds for the multidisciplinary and infrastructure needs of the Earth Sciences Division. The Special Projects Section has considerable responsibility for coordination across all the disciplines in the earth sciences, and links the multidisciplinary, educational, instrumentation and facilities infrastructure needs of the earth sciences, not only to other disciplines in NSF, but to organizational units in other federal agencies and international groups. Guides the Section in formulating and implementing its research objectives and manages its administrative, fiscal and personnel aspects.

QUALIFICATIONS REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of research and education in the Earth Sciences. Includes the ability to formulate effective strategies consistent with the overall goals of the organization. (Leading Change)
2. Demonstrated ability to lead people and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes valuing cultural diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating both disciplinary and multidisciplinary research programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs in scientific research. (Results Driven Leadership)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as a key spokesperson for a major organization involved in the support of earth science research and education and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities, including academic researchers and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector. (Building Coalitions/Communication)

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QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

(Continued on reverse side of announcement)

Essential

PROFESSIONAL/TECHNICAL

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience, in at least one of the major subdisciplinary fields of the earth sciences. (e.g., geophysics, geophysical or geochemical instrumentation, seismology, petrology, volcanology, geoinformatics).
2. Substantial research contributions and strong evidence of scholarship in one or more of the major fields in the earth sciences, as evidenced in publications, or innovative leadership in research administration.

Desirable

1. Demonstrated knowledge of the relevant academic community and recognized professional standing in the earth sciences community as evidenced by publications and/or professional awards.
2. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.
3. Demonstrated broad knowledge of diverse fields that border on the main earth sciences disciplines.

GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. **The individual selected will be required to file an “Executive Branch Personnel Public Financial Disclosure Report” (SF-278) in accordance with the Ethics in Government Act of 1978.**

EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice. Your application should contain the following information: *Country of citizenship. *Information about your education, your major, and type and year of degree(s). *Information about all your work experience, including job titles, duties and accomplishments, employer’s name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* provides information on the federal job application process; it is available by calling the number listed below.

2.) Narrative statement addressing your background in terms of the executive/managerial requirements for the position and the professional/technical requirements.

3.) NSF Form 1232, “Applicant Survey.” Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

Mail or bring application to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel and Development Branch, Room 315, ATTN: EP 00-12A LTD, 4201 Wilson Blvd., Arlington, VA 22230.

Applications must be received by 5:00 p.m. on the closing date. Inquiries or questions should be directed to: Executive Personnel and Development Branch at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>.

Announcements may be accessed electronically on the World Wide Web under Vacancies on NSF’s Homepage <http://www.nsf.gov/home/chart/work.htm#hrm>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: August 2002

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
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| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office | 11 - State vocational rehabilitation agency or Veterans Administration |
| (Agency Bulletin Board or other Announcement) | 12 - State employment office |
| 03 - NSF-initiated personal contact | 13 - School or college counselor or other official |
| 04 - Science Magazine, or other professional journal or magazine (specify) | 14 - Private job Information service |
| 05 - Affirmative Action Register | 15 - Private employment service |
| 06 - Attendance at conference, meeting or job fair (specify) | 16 - Friend or relative working at NSF |
| 07 - NSF recruitment at school or college | 17 - Friend or relative not working at NSF |
| 08 - Colleague referral | 18 - NSF website |
| 09 - NSF Bulletin | 19 - Internet or other website |
| | 20 - Other (specify) |
4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER